



Additional Terms and Conditions of Hire

The Michael Croft Theatre.

These terms and conditions are an addition to the General Terms and Conditions of Hire as issued by Alleyn's School Enterprises Limited, and as such must be agreed to by the Hirer at the time of booking.

1. Hire Periods

- i. A Day hire period shall consist of a nominal 8 hours, plus appropriate breaks, and should be scheduled between the hours of 09:00 and 20:00.
- ii. Performance hire period is not to exceed 6 hours, and shall include all pre-show, performance and shutdown time required. This should be completed by 23:15.
- iii. A Get Out or Strike hire period shall not exceed 2 hours. This may be scheduled to commence 15 minutes after the final performance, or on the next day. This should be completed by 24:00.
- iv. Any variation to these times must be agreed in advance with the Venue management, it is the responsibility of the Hirer to insure that they allow sufficient time for all aspects of the event within their schedule.

2. Staffing

- i. A member of Venue staff will be on site to oversee the use of Venue equipment and ensure compliance with health and safety procedures.
- ii. Technical work must NOT be undertaken without the agreement of the Venue staff.
- iii. The Venue staff will be available to assist with the get-in and get-out, as well as with any issues arising with Venue equipment.
- iv. Venue staff shall not be required to design, or operate for the Hirer unless agreed in advance; there may be an additional charge for this provision.
- v. The Venue may make available additional support, design or technical staff; however this must be agreed in advance, and will be chargeable to the Hirer.
- vi. It is the responsibility of the Hirer to ensure that they have made adequate provision to ensure the event is staffed in accordance with the procedures laid down by the Venue.

3. Equipment

- i. Hire of the Venue shall include use of the generic lighting rig and lighting control desk, as detailed in the Technical Rider.
- ii. Hire of the Venue shall include use of the dedicated, default, sound rig, playback and control equipment, as detailed in the Technical Rider. It shall also include the use of 6 cabled microphones.
- iii. Use of additional equipment from the Venue stock must be agreed in advance, and will be chargeable to the Hirer at an agreed rate.
- iv. Use of the Venue radio microphones must be agreed in advance and will be subject to an additional charge. It is the responsibility of the Hirer to ensure an adequate stock of batteries is available for the duration of the hire.
- v. Should additional radio microphones be required, it is the responsibility of the Hirer to ensure that all licensing regulations are observed, and appropriate licenses obtained.
- vi. Use of the projection equipment must be agreed in advance and will be chargeable to the Hirer.
- vii. The use of smoke, haze or other atmospheric effects must be agreed in advance, and be subject to an additional charge. Should the Hirer wish to provide their own effects they must produce, on demand, appropriate Health and Safety/COSHH certificates and datasheets.

- viii. The use of pyrotechnics must be agreed a minimum of 28 days in advance. Permission will only be given by the Venue upon receipt of a detailed plan/method statement for the use, and the Venue reserves the right to withdraw permission at any time.
- ix. Should pyrotechnics be permitted, it is the responsibility of the Hirer to ensure compliance with the relevant legislation, and the Venue procedures. Only propriety systems, used in accordance with the manufacturer's instructions will be accepted.
- x. The use of smoking equipment or naked flame within an event must be agreed 28 days in advance, and is subject to provision of a suitable plan/method statement, which must be in accordance with the Venue procedures.
- xi. The Hirer may provide additional equipment, at their own cost, subject to clause 13.5 of the general Terms and Conditions of Hire.
- xii. It is the responsibility of the Hirer to arrange for the timely delivery and return of any additional equipment. The Venue accepts no responsibility for such items, and is not able to store them for periods greater than 24hrs either side of the agreed hire period.

4. Consumables

- i. Hire of the Venue shall include the provision of a small amount of consumable items;
 - 2 Rolls Black Gaffer Tape (In addition to rolls required to lay the Dance flooring.)
 - 1 Roll White Gaffer Tape
 - 2 Rolls of Electrical TapeAdditional rolls may be charged for at current commercial rates, at the Venue's discretion.
- ii. The Venue undertakes to replace lamps in fixtures from within stock, however should the Hirer, or their representatives, be deemed to have damaged the lamp or equipment, the Venue reserves the right to charge any additional costs incurred as per clauses 11.1 and 11.2 of the general Terms and Conditions.
- iii. The Venue shall endeavour to provide replacement lamps and equipment from within stock; however no responsibility is accepted for any loss or delay due to force majeure, as per clause 9.1 of the general Terms and Conditions.
- iv. The Venue does not normally supply any other consumable items, (eg Batteries, Flame-check) however they may be ordered in advance and the cost charged to the Hirer.

Sample Additional Costs		
Consumable Items		
Gaffer Tape (50m Roll – Black or White)		£7
Electrical Tape (33m Roll)		£1
Equipment Items from Venue Stock		
Theatre Video Projector	£5/hr	£35/day
Hazer (<i>Subject to fair use of fluid</i>)		£15
Smoke Machine (<i>Subject to fair use of fluid</i>)		£15
Bubble Machine (<i>Subject to fair use of fluid</i>)		£15
Chauvet SlimPar64 LEDs (<i>each</i>)		£10
UV Lamps (<i>each</i>)		£15
Dataflash Strobes (<i>each</i>)		£15
Moving Lights (<i>each</i>)		£30
Follow Spot *		£30
Additional Microphones (<i>each</i>)		£10
Handheld Radio Microphones (<i>each</i>)		£30
Lavalier/Clip On Radio Microphones (<i>each</i>)		£45
“DI” Boxes (<i>each</i>)		£8

*Use of the followspot requires an additional operator, not included with the venue or equipment hire. It is the responsibility of the hirer to provide an operator. Should the venue provide an operator this will incur charging as for all other additional staffing.

Additional Staffing Costs		
Additional Technical Staff (<i>each</i>)		£200/day
Student Operators / Technicians (<i>each</i>)		£100/day
Additional Get In/Out Crew (<i>each</i>)		£20/hr